

1. Complete the Academic Suspension Appeal form.
2. E-mail for an appointment with the Dean to discuss academic appeal. (**IMPORTANT:** You must e-mail to set up an appointment.) To make an appointment with Dean Kingry, please email Catherine Ball at cball@ogeecheetech.edu. Appointments will be available December 9-17 and January 5-7 (Monday through Thursday).
3. Bring to the appointment a copy of the suspension e-mail, your completed Academic Suspension form, and any other documentation that you wish to present.
4. Arrive five minutes early for your appointment.